BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Foundation Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Extended Diploma in Enterprise and Entrepreneurship
Unit number and title	**Unit 31: Effective Project Management**
Learning aim(s)	**B** Plan a project to meet specific business objectives **C** Manage a project, reflecting on the success of management methods, processes and tools applied
Assignment title	**Assignment 2: Project Management in Practice**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are required to manage a project on behalf of a client. Examples of projects could include: ● A small business planning to redesign part of its business premises such as its administration offices ● A local social enterprise planning to roll-out a new fund-raising initiative ● The renovation of a student common room ● Organising a social event in a college

Task 1	Prepare a project plan on behalf of a client which will meet the required aims and objectives of the project by the required completion date and within budget. The Project Plan should identify each aspect of the Project Triangle: ● Scope ● Time ● Resources/costs Your Project Plan should identify the objectives of the project and how each stage in the life cycle of your project will be managed: ● Initiation ● Planning ● Implementation ● Completion ● Evaluation Your project plan should include targets and key milestones as well as a detailed Project Budget.

	Include relevant project management tools to show the schedule of work that needs to be completed in order to achieve the project objectives
Task 2	Maintain a log of project activities showing evidence of the range of different project management tools which you used throughout the duration of the project. The log can be in a table format using the following headings: ● Date ● Activity ● Resources required ● Issues arising ● Resolution of issues ● Further action required ● Action Completed/on-going
Task 3	Produce a Project Evaluation Report including a reflective analysis of your project management skills and identifying how you would do things differently when managing future projects
Checklist of evidence required	● A project plan ● Log of project activities ● Project Evaluation Report including a reflective anlysis of own project management skills

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
31/B.D2	Produce a project management plan to achieve specific outcomes, including a detailed supporting rationale
31/C.D3	Evaluate the effectiveness of own complex project planning and management in meeting business objectives with a detailed justification for alternative approaches that may be used with future projects.
31/B.M2	Produce a detailed project management plan to achieve specific outcomes with a supporting rationale.
31/C.M3	Manage a complex project to meet specific business objectives, demonstrating effective project management skills.
31/C.M4	Analyse the effectiveness of project planning and management processes in meeting stated objectives, suggesting alternative approaches for use with future projects.
31/B.P3	Produce a basic project management plan to achieve specific outcomes.
31/B.P4	Explain the reasons for own project management planning decisions.
31/C.P5	Manage a basic project to meet specific business objectives, demonstrating appropriate project management skills.
31/C.P6	Explain the effectiveness of project planning and management processes in meeting stated objectives, making suggestions for future improvement.
Sources of information to support you with	You may find the following websites useful when completing your report: https://thedigitalprojectmanager.com/project-plan-guide/#project-plan-template-download www.businessballs.com/project-management/project-maagaement-skills-and-

this Assignment	techniques www.axeloss.com/best-practice-solutions/prince2/-what-is-project-management www.mindtools.com/pages/main/newMN_PPM.htm www.biz.ed.com www.tutor2u.com
Other assessment materials attached to this Assignment Brief	N/A
Sources of information to support you with this Assignment	**Websites**
Other assessment materials attached to this Assignment Brief	*N/A*